

MITI Translation Portfolio Assessment

Applicant guidelines

What is the ITI assessment?

ITI promotes working to high standards in translation and we have adopted the unique position of carrying out an in-house translation assessment as part of our application process to become an MITI.

Applicants provide a portfolio of evidence confirming their professional ability and experience which will be assessed by ITI. If the evidence provided demonstrates their suitability, the applicant will then be offered Qualified Membership (MITI).

Applicants may only apply in one language pair at a time. Those who wish to be listed on the ITI Directory as assessed in multiple language pairs will be able to apply again once their initial application is complete.

1. Translation portfolio assessment process

Step 1

Gather your
evidence

- Gather your Compulsory evidence of references and qualifications
- Gather your Selected evidence from the table of options totalling a minimum of 7 points
- Complete the online ITI Code of conduct questionnaire

Step 2

Application
submission

- If you have questions about your evidence, you can arrange a free Zoom consultation with the Membership Advisor.
- Submit your application and pay the £60 application fee.

Step 3

Assessment

- Your application will be reviewed, and you may be asked to submit further evidence.
- When your application is ready for final assessment, you will be asked to pay the assessment fee.
- Results can take up to 2 weeks from the date of payment.

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2. Summary of evidence required

2.1 Compulsory evidence:

- Professional references covering a minimum of three years' experience as a translator in the language pair of the application **and** a degree in any subject,
- or** a minimum of six years' professional translation experience demonstrated through professional references if you don't have a degree,
- and** completion of the ITI Code of Professional Conduct online questionnaire.

2.2 Selected evidence:

Applicants must choose from a pre-defined list of selected evidence. Each option is valued at **1, 2 or 3** points and applicants need to select options to a minimum value of **7** points. Each option can only be selected once. Full details of each option are listed in section 4 below.

Options worth 3 points	
3A	Registered UN or EU translator
3B	Existing MITI translator, qualified in a different language pair
3C	Pass achieved in the C2 Proficiency exam, at minimum of Grade C
3D	A pass in a relevant Level 7 professional qualification
3E	Published works written in target language of the application – minimum 150,000 word count

Options worth 2 points	
2A	A written recommendation from an existing Qualified MITI or FITI
2B	A further 3 years professional references showing relevant experience
2C	Existing Qualified Interpreter MITI
2D	5 years of client translation invoices
2E	Proof of a minimum of 30 hours formal and informal CPD completed during each of the last 5 years (can't select if 1B already selected)
2F	Published works written in target language of the application – minimum 100,000 word count
2G	A pass in a relevant Level 6 professional qualification
2H	A full Qualified member of another professional translation body

Options worth 1 point	
1A	A personal statement of interest (new and upgrading members only)
1B	Proof of a minimum of 30 hours of CPD undertaken during each of the last 3 years – formal or informal (can't select if 2E already selected)
1C	A full member of a professional body outside of the translation industry
1D	Regular mentoring or volunteering activities undertaken for at least 2 years
1E	Working as an approved assessor/examiner for a minimum of 1 year
1F	A degree or equivalent qualification in a subject other than translation or languages
1G	Published works written in target language of the application – minimum 50,000 word count

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3. Compulsory evidence

3.1 Professional references

These must be provided by at least two referees from different organisations, demonstrating a minimum of three years working experience as a translator in the language pair of the application. These must be provided on the Professional reference form template and show experience gained within the last six years, or within the last nine years if you are submitting six years of references.

A professional reference must be from somebody that you have worked for in the capacity of a professional translator. This could be your client, or a line manager if you work in-house or for an agency. This person will be able to comment on the quality of your work from the perspective of an employer and must have known you professionally for a minimum of one year. They must be somebody who you have worked for or is senior to you if you are an in-house translator. You cannot submit references from multiple people in the same agency covering the same work.

We cannot accept professional references from family members or partners.

The time between the start and end date of your reference shows the amount of professional experience demonstrated. For applicants who work for several clients/agencies at a time this experience may overlap. This could result in a mixture of consecutive and concurrent references. Please see below how to calculate the total time for your references.

3.1.1 Consecutive references

If **Reference 1** demonstrated that work was first carried out for your client June 2021 and last carried out August 2023 then total experience = 2 years 3 months

If **Reference 2** demonstrated that work was first carried out for your client Sept 2023 and last carried out July 2025 – Total experience shown = 1 year 11 months

Total experience covered by the two examples of references = **4 years and 2 months**

3.1.2 Concurrent references

If you have worked for multiple clients at the same time, as many translators do, your references will probably overlap and, therefore, you cannot simply add them together to work out the total time covered. Should this be the case, you would need to take the earliest date that work was carried out from any of your references and then the most recent occasion that work was carried out from any of the references; the difference between those two dates will give you the time period covered by the collective references. In the example below the references cover June 2022 to August 2025 = 3 years 3 months.

For Example:

Ref	Start date	End date	Length of reference
1	June 2022	January 2024	1 year 8 months
2	November 2023	October 2024	1 year 0 months
3	July 2024	August 2025	1 year 2 months

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3.2 Degree in any subject or a further three years' references

The degree can be in any subject and either an undergraduate or postgraduate degree. A copy of the qualification certificate should be provided or written confirmation from the issuing education provider confirming successful completion of the qualification.

Alternatively, a further three years professional references (in addition to the three years required in 3.1) demonstrating translation working experience from at least two referees can be provided. If you are providing a total of six years' references, they should be within the last 9 years.

3.3 Complete the online Code of Professional Conduct questions

Please complete the online Code of Professional Conduct questionnaire via [this link](#). ITI's Code of Professional Conduct can be found on the [ITI website](#).

4. Selected evidence

You can select evidence options from the list below. Each option has a points value, and you need to select options to give you a minimum total of seven points. The maximum points value you can submit is nine if you picked all 3-point value options but there is no benefit in submitting more than seven points worth of evidence.

The options give a level of reasonable flexibility, understanding that applicants enter the industry via different routes and gain experience in diverse ways and yet are still highly skilled professionals who work at the required standard of an MITI. Below you will find details for all the options and the codes for inclusion in the Portfolio summary sheet.

Options worth 3 points

3A Proof of currently being a registered UN or EU translator

You will need to supply proof that you are currently registered as a UN or EU translator in the language pair that you are applying for, such as a letter confirming you are on the EPSO (European Personnel Selection Office) database as a translator.

3B Existing MITI translator, qualified in a different language pair

You do not need to provide any specific evidence for this option as the membership team can confirm your details. Simply select this option when completing the Portfolio summary sheet.

3C Pass achieved in the C2 Proficiency exam, at minimum of Grade C.

You will need to supply a copy of your qualification certificate. If you do not have a certificate you will need to provide written confirmation from the issuing body, to confirm that you have achieved the qualification. Previously known as the Cambridge English Proficiency qualification. This option is only applicable if the target language on the application is English.

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3D A pass in a relevant Level 7 professional qualification in the language pair of your application

e.g. DipTrans or postgraduate degree in the target language of the application. The qualification must be different from the one provided for the compulsory evidence. The qualification needs to be at least a UK Level 7 or equivalent.

You will need to supply a copy of your qualification certificate. If you do not have a certificate, you will need to provide written confirmation from the issuing body that shows you have achieved the qualification.

3E Published works written in target language of the application (150,000 words)

If you select this option, you cannot also select **2F** or **1G**

You will need to be able to demonstrate that you have been the translator of published works (can be one or several) to a minimum word count of 150,000 words, into the target language of your application. If the works are available to the public, we ask you to provide the title of the works, the link to the relevant website and page and the word count so that this can be verified. This is done by completing Table 3, Published works information on the Portfolio summary sheet. The form is included in the application pack.

If the works are not available to the general public (for example, a book commissioned by a company for internal use only), a letter or email of confirmation will be required from a director (or equivalent level of seniority) of the company confirming that the works have been published and the approximate word count. Applicants may wish to provide details of one or more publications to meet the required word count.

Options worth 2 points

2A A written recommendation from an existing Qualified Member (MITI or FITI)

The MITI or FITI must have known you in a professional capacity for at least two years. You will need to send the 'MITI or FITI recommendation' form to the person directly to complete for you.

2B A further three years of relevant experience demonstrated by professional references

If your compulsory references cover a three-year period, then this option is for an additional three years of references. This will cover six years in total within the last nine years.

If your compulsory references cover six years (three years + three years instead of a degree) then this option is for an additional three years of references, totalling nine years within the last 12 years. The same referees can be used in all examples, but they need to cover the correct time span.

2C Existing Qualified interpreter member of ITI (MITI) your interpreting languages must include the language pair of your application.

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You do not need to provide any specific evidence for this option as the membership team can confirm the details. Simply select this option when completing the Portfolio summary sheet. The form is included in the application pack.

2D 5 years of client translation invoices

You will need to complete the Invoice log listing five years of invoices within the last eight years. This log needs to show a minimum of 100,000 translated words each year. ITI does not need to see all the invoices but we ask you to send, in pdf format, a selection of invoices covering a minimum of 50,000 translated words for each year. ITI may request a sample of additional invoices from your log so you should ensure that you have easy access to all the invoices listed on your log.

Each year's invoices should be grouped and saved together in a zip file. This should give you five separate files (one for each year).

2E CPD (Continuing Professional Development): proof of a minimum of 30 hours' formal and informal CPD completed during each of the last five years.

If you select this option, you cannot also select 1B

You will need to complete the CPD record form and copy any certificates that you have to prove your attendance at any formal CPD that you wish to claim. Where you do not have a certificate to prove formal CPD training, you will need to submit written confirmation from the provider of the training (an email is acceptable). Informal CPD should be detailed on the record form as indicated. This should demonstrate a mixture of activities that develop your translation/language skills, business skills and relate to your specialist subject areas. Ensure that the record equates to a minimum of 30 hours for each of the last five years.

If you are an existing member and you have logged your CPD in My ITI then you do not need to include evidence providing the membership team can confirm the details directly on the ITI CPD log.

2F Published works written in target language of the application (100,000 words)

If you select this option, you cannot also select 3E or 1G

You will need to be able to demonstrate that you have been the translator of published works (can be one or several) to a minimum word count of 100,000 words, into the target language of your application. If the works are available to the public, we ask you to provide the title of the works, the link to the relevant website and page and the word count so that this can be verified. This is done by completing Table 3, Published works information on the Portfolio summary sheet. The form is included in the application pack.

If the works are not available to the general public (for example, a book commissioned by a company for internal use only), a letter or an email of confirmation will be required from a director (or equivalent level of seniority) of the company confirming that the works have been published and the approximate word count. Applicants may wish to provide details of one or more publications to meet the required word count.

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2G A pass in a relevant Level 6 professional qualification in the target language of your application

e.g. CertTrans or undergraduate degree in the target language of the application. This must be different from the one provided for the compulsory evidence. The qualification needs to be at least a UK Level 6 or equivalent. You will need to supply a copy of your qualification certificate. If you do not have a certificate, you will need to provide written confirmation from the issuing body that shows you have achieved the qualification.

2H A full Qualified Member of another translation professional body/membership organisation e.g. ATA, BDU, SFT, CIOL etc.

You will need to provide proof that you are a current full Member and that you are qualified in your capacity as a translator in the language pair of the application. If the membership body has an online directory, you can provide your membership number or screen shot of your entry. Alternatively, written confirmation (such as an email) from the relevant organisation will be required, simply stating that you are a current full Member, a translator and confirming your qualified language pair.

Options worth 1 point

1A A personal statement of interest

This option is only available for new members to ITI or those you are upgrading from a lower category. This must be submitted on the Statement of interest form. Applicants will be required to write no more than 1000 words about why they wish to become an MITI, and how they plan to support ITI and its community of members. Ideally this will be written in English but can be submitted in the source language of your application.

1B CPD (Continuing Professional Development) proof of a minimum 30 hours of formal and informal CPD undertaken during each of the last 3 years.

If you select this option, you cannot also select 2E

You will need to complete the CPD record form and copy any certificates that you have to prove your attendance at any formal CPD that you wish to claim. Where you do not have a certificate to prove formal CPD training, you will need to submit written/email confirmation from the provider of the training. Informal CPD should be detailed on the record form as indicated. This should demonstrate a mixture of activities that develop your translation/language skills, business skills and relate to your specialist subject areas. Ensure that the record equates to a minimum of 30 hours for each of the last three years.

If you are an existing member and you have logged your CPD on the log in My ITI then you do not need to provide evidence as the membership team can confirm the details directly on the ITI CPD log.

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1C A full Member of a professional body outside of the translation industry e.g. Chartered Institute of Journalists, The Law Society, Institution of Engineering and Technology etc.

The professional body should relate to your area of translation specialism. Proof of current membership will need to be provided such as an email from the organisation.

1D Mentoring or volunteering language related activities, 60 hours within the last 3 years

The Mentor or volunteer activity form provided in the application pack should be completed detailing what activities have taken place and the frequency of them within the last 3 years.

Volunteering activities could include support provided at language events, schools, universities, community centres, Citizens Advice etc. and must relate to the language of the application.

Mentoring activities include 1-to-1 and small group mentoring in the target language of your application.

1E Working as an approved assessor/examiner for a minimum of 1 year

This must be for assessing/examining work in the language pair of the application and can be for an education provider or a professional body. ITI's application 'Assessor/Examiner confirmation' form must be completed by the relevant organisation/s.

1F An under or postgraduate degree qualification in a subject other than translation or language specific

You will need to supply a copy of your qualification certificate. If you do not have a certificate, you will need to provide written confirmation (an email will suffice) from the issuing body that shows you have achieved the qualification.

1G Published works written in target language of the application (50,000 words)

If you select this option, you cannot also select 3E or 2F

You will need to be able to demonstrate that you have been the translator of published works (can be one or several) to a minimum word count of 50,000 words, into the target language of your application. If the works are available to the public, we ask you to provide the title of the works, the link to the relevant website and page and the word count so that this can be verified. This is done by completing Table 3, Published works information on the Portfolio summary sheet. The form is included in the application pack.

If the works are not available to the general public (for example a book commissioned by a company for internal use only), a letter or email of confirmation will be required from a director (or equivalent level of seniority) of the company confirming that the works have been published and the approximate word count. Applicants may wish to provide details of one or several publications to meet the required word count.

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5. How to submit your application

5.1 Attachment filenames

When you have gathered your compulsory and selected evidence label the filenames as detailed below:

Evidence you provide as attachments should be labelled by Title, your surname and registration/membership number.

E.g. Reference 1 – Smith - 12345
Degree Certificate - Smith – 12345

Selected evidence should be titled with the option number, surname and registration/membership number.

E.g. 3C – Smith – 12345

If multiple documents refer to the same option code reference, such as additional references for 2B, then a reference number be included in the file name

Eg 2B – 1 – Smith - 12345
2B – 2 – Smith - 12345

5.2 Application fee

When you submit your application you should pay the application fee and notify the membership team that you have made your payment. Please note that your application documents will not be checked and reviewed until the fee has been received. There are several [payment options](#) available.

Existing ITI members are not required to pay the application fee.

5.3 Submit your application

Your completed application portfolio should include the following:

- Completed MITI Portfolio summary sheet
- Minimum of 2 professional references demonstrating at least three years' experience
- Copy of degree certificate or total of six years professional references
- Selected evidence

Email your complete portfolio application in a zip file to membership@iti.org.uk

5.4 Assessment fee

Your application will be reviewed for completeness and additional evidence may be requested. When your application is complete you will be asked to pay the assessment fee. We cannot progress with the portfolio assessment until this has been paid.

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6. Successful applications

Applications will be assessed and applicants advised of the outcome as soon as the decision is available. The timeframe for this can vary due to current demand, but we aim to complete this process within two weeks whenever possible. We ask you to be patient whilst this work is carried out.

Portfolios that are assessed and are found to meet the criteria will be approved and Qualified Membership will then be offered. Applicants who have failed to meet the process requirements may be given the opportunity to provide additional evidence in order to meet the requirements. If this is not possible ITI will offer Associate membership (AITI) or another more suitable level of membership instead.

ITI Application Terms and Conditions are available on the website [here](#)